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ABSTRACT

The minimum requirements and basic procedures for establishing local apprenticeship programs in truck mechanics are presented in the guide. Guidelines cover the areas of qualifications for application, definitions, selection, terms of apprenticeship, apprenticeship agreement, supervision, probationary period, hours of work, salaries, related instruction, examinations, work experience, and management and relations. Separate sections also discuss (1) supervision of the program, focusing on the composition and duties of the National Joint Apprenticeship Committee and a local joint apprenticeship committee, and (2) federal laws and regulations affecting the employment of apprentices. Appendix A, covering a major portion of the guide, is a schedule of work processes and recommended related instruction. Also appended are an applicant rating form, information on interviewing and apprentice recordkeeping, three types of report forms, and lists of regional offices of the Bureau of Apprenticeship and Training and state and territorial apprenticeship agencies. (SH)

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National Apprenticeship and Training Standards for Truck Mechanics

U.S. Department of Labor
Ray Marshall, Secretary
Employment and Training Administration
Ernest G. Green
Assistant Secretary for Employment and Training
1977

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 014 982

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
WASHINGTON, D.C. 20213

July 5, 1977

National Joint Apprenticeship Committee
for the Trucking Industry

Gentlemen:

As representatives of the International Association of Machinists and Aerospace Workers, AFL-CIO and the American Trucking Associations, Inc., you have my sincere appreciation for your conscientious efforts in the development of these National Trucking Industry Apprenticeship Standards.

The changing technology of your industry is evident and will be served to a great extent by these National Standards which will serve as a guide for the establishment of local apprenticeship programs for the training of skilled craftsmen.

The staff of the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor, welcomes the opportunity to assist your industry in the development of these programs.

Sincerely,

Hugh C. Murphy

HUGH C. MURPHY
Administrator
Bureau of Apprenticeship
and Training

AMERICAN TRUCKING ASSOCIATIONS, INC.

1616 P Street, N.W., Washington, D. C. 20036

CHAIRMAN OF THE BOARD
Robert H. Sheretz
(202) 797-5211

July 1, 1977

TO: TRUCKING INDUSTRY EXECUTIVES

American Trucking Associations, Inc., and the International Association of Machinists and Aerospace Workers have joined once more with the U. S. Department of Labor's Bureau of Apprenticeship and Training in formulating guidelines for the training of truck mechanics. The standards in this book have been updated and revised twice since they were first published as guidelines in 1965.

The continued growth of the nation's motor carriers presents the trucking industry with a constant need for trained personnel. New requirements or changes in truck equipment present an added challenge to keep the numbers of such trained personnel from short supply.

ATA continues to believe that this National Apprenticeship and Training Program will materially help our companies to train technically qualified truck mechanics.

I urge truck operators who have labor agreements with IAM&AW in their repair and maintenance shops to join in this constructive labor-management effort.

Sincerely,

Robert H. Sheretz
Chairman of the Board

INTERNATIONAL ASSOCIATION of MACHINISTS
and AEROSPACE WORKERS

MACHINISTS BUILDING, 1300 CONNECTICUT AVENUE, WASHINGTON, D. C. 20036

Office of the
INTERNATIONAL PRESIDENT

Area Code 202
783-3939

July 1, 1977

TO ALL IAM MEMBERS

For many years the Machinists Union and the American Trucking Association have agreed that (1) the future of the truck repair industry requires a continuing corps of journeymen truck mechanics; and (2) the best way to train such journeymen is through a sound system of apprenticeship.

As a result of this mutual agreement, the Association and the Union got together in the mid-1960's and jointly developed a series of standards to serve as a guide for such training. These standards have been periodically revised and updated to meet changing technology and new requirements in the truck repair shops of the nation. This is the latest such revision. On behalf of the Union, I am happy to reaffirm our commitment to the tradition of craftsmanship in the trucking industry. Our field representatives will continue to try to negotiate apprenticeship programs that meet the high standards set forth in the latest revision.

Wishing you continued success, I remain

Fraternally yours,

William W. Winpisinger

William W. Winpisinger
INTERNATIONAL PRESIDENT

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OFFICIAL APPROVAL

In recognition of the need to maintain and improve the
NATIONAL TRUCKING INDUSTRY APPRENTICESHIP STANDARDS

for
TRUCK MECHANIC

We, the Undersigned, have negotiated and hereby approve
these amended NATIONAL STANDARDS OF APPRENTICESHIP

THE AMERICAN TRUCKING ASSOCIATIONS,
INCORPORATED
1616 P. Street, NW
Washington, DC

BY: [signature]

TITLE: President

DATE: 7/2/77

INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE WORKERS
1300 Connecticut Avenue, NW
Washington, DC

BY: [signature]

TITLE: International President

DATE: 7/5/77

REGISTERED AS INCORPORATING THE BASIC STANDARDS OF APPRENTICESHIP

BY: Hugh C. Murphy
HUGH C. MURPHY

TITLE: ADMINISTRATOR
BUREAU OF APPRENTICESHIP &
TRAINING

DATE: July 5, 1977

REGISTRATION NUMBER: 83697

INTRODUCTION

The purpose of these national standards is to serve as a guide for the establishment of thorough and adequate apprenticeship programs to produce highly trained truck mechanics to carry on the tradition of craftwork in the various branches of the trucking industry, an industry which is increasing in occupational complexity through its dynamic growth.

Management and labor share the responsibility for the development of journeymen through sound apprenticeship. The more effective methods and procedures of apprenticeship are those which are agreed upon jointly by management and labor.

To aid in developing effective programs of training the American Trucking Associations, Inc., and the International Association of Machinists and Aerospace Workers, AFL-CIO, do hereby recommend that these national standards be utilized as a guide by management and labor locally. It is suggested they be used to institute joint apprenticeship committees and to develop planned apprenticeship programs designed to meet the needs of the trucking industry.

The minimum requirements and basic procedures to be used in establishing local apprenticeship programs have been set forth.

Authority

The International Association of Machinists and Aerospace Workers, AFL-CIO, and the American Trucking Associations, Inc., have established a National Joint Apprenticeship Committee for the trucking industry. They have authorized this committee to act in behalf of the respective organizations on matters pertaining to apprenticeship and training for the industry, which can best be served through a national level approach.

Authority for actions by this committee shall remain within the province of the respective organizations and shall be executed on the basis of voluntary participation in apprenticeship functions. Authority of the committee, however, shall be considered by all parties participating in formal apprenticeship for the trucking industry as representative of the industry and as official when pertaining to basic policies.

All functions of the committee shall be on the basis of nonprofit endeavor for the benefit of apprenticeship and training in

the industry and for the best interests of the apprentice, management, labor, and the public.

The National Joint Apprenticeship Committee shall act as a service and advisory organization on all matters of apprenticeship and training within the industry.

General Policy

It shall be the policy of the National Joint Apprenticeship Committee to promote, develop, improve and give effect to apprenticeship and training programs for the trucking industry.

PROVISIONS OF STANDARDS FOR APPRENTICESHIP OF TRUCK MECHANICS[1]

Definitions

Employer—any firm employing an apprentice and having contractual relations with the union, either directly or through an association.

Association—the American Trucking Associations, Inc.

Union—the recognized or certified bargaining agency, whether local, district, or Grand Lodge, of the International Association of Machinists and Aerospace Workers, AFL-CIO.

National Committee—the National Joint Apprenticeship Committee representing the International Association of Machinists and Aerospace Workers, AFL-CIO, and the American Trucking Associations, Inc., which shall promote and administer the national apprenticeship program.[1] It shall provide advice, service and assistance to the local joint apprenticeship committees.

Local Committee—the joint apprenticeship committee representing the union and the employer(s), which shall develop and administer the local apprenticeship program.

Apprenticeship Program or Standards—the document which embodies the procedure for the selection and training of apprentices, setting forth the terms and conditions associated therewith, including wages, hours, conditions of employment, training on the job and related instruction. The duties and responsibilities, including administrative procedures of the local committee, shall also be set forth in the program or standards.

Apprentice—a person who has signed an apprenticeship agreement with the employer to learn the skilled trade outlined in these standards.

Apprenticeship Agreement—the written apprenticeship agreement executed by and between the apprentice and the employer or the employer's agent and approved by the local joint apprenticeship committee. It shall contain the terms and conditions of the apprenticeship. The use of the apprenticeship agreement is in conformance with certain State and

[1]Local application of these national standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and State apprenticeship agencies are available to advise on such standards.

Federal laws governing the employment of apprentices and does not nullify or supersede the bargaining agreement.

Registration agency—the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State apprenticeship agency recognized by, and conforming to, the standards established by the Bureau of Apprenticeship and Training.

Qualifications for Application

It is recommended that local joint apprenticeship committees establish proper standards and procedures covering the selection of apprentices.

Applicants for apprenticeship must be at least 18 years of age and not over 30 years of age. Exceptions may be made for veterans and those who are or have been engaged in the trade, because of unusual circumstances or unusual conditions as determined by the joint apprenticeship committee.

All exceptions to the stated minimum qualifications in local programs must be identified in the standards prior to registration with the appropriate registration agency.

Selection

It is recommended to the local joint apprenticeship committees that they use application forms, aptitude tests, oral interviews, school grades and previous work records as essential tools in the selection process. When properly used, such tools provide some degree of assurance that the apprentices possess the qualities necessary to succeed in the trade. (See p. 38 for sample rating form.)

Credit for Previous Experience

Apprentices who have been awarded credit for previous experience shall be paid, upon entrance, the wage rate for the period to which such credit advances them.

Term of Apprenticeship

The term of apprenticeship shall be not less than the time defined in the schedule of work processes for the trade listed.

"Overtime" shall be credited to the term of apprenticeship on the basis of actual hours worked.

When the apprentice has had previous experience in the trade, the joint apprenticeship committee shall evaluate such experience and recommend credit toward the completion of apprenticeship.

Apprenticeship Agreement[2]

The apprentice (and if a minor, a parent or guardian) and the employer or agent shall sign an apprenticeship agreement which shall also be approved by the committee. (See p. 43.)

The following shall receive a copy of the approved apprenticeship agreement:

The apprentice; the employer; the union.

Supervision

The employer shall designate a particular person in the shop as the "supervisor of apprentices." This person shall be responsible for carrying out the training program as set up by these standards in the shop. Adequate records pertaining to the work experience and related instruction of the apprentice shall be kept by the supervisor of apprentices, who at regular intervals shall submit reports to the committee. (See p. 41.) Records pertaining to the apprenticeship program shall be maintained for a minimum of 5 years.

Probationary Period

All apprentices employed in accordance with these standards shall be subject to a probationary period for the first 500 hours of employment. The joint apprenticeship committee may extend this period for good and sufficient cause.

During the probationary period, the agreement may be cancelled at the request of either party by notifying the other. After completion of the probationary period, the agreement may be cancelled by either party for adequate cause. The registration agency shall be notified of all cancellations.

During the probationary period, the local joint apprenticeship committee shall determine the necessary hand tools that the apprentice needs and shall make appropriate arrangements for the manner in which these tools shall be purchased.

Hours of Work

The work day and work week for apprentices shall be the same as that of the journeyman.

Apprentices shall be under the direct supervision of a competent journeyman or supervisor of apprentices at all times.

[2]Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staffs of either the State apprenticeship agency or from the Bureau of Apprenticeship and Training.

Salaries

It is recommended that, during the term of apprenticeship, the apprentice receive a progressively increasing schedule of wages based on a percentage of the journeyman's wage:

Recommended Pattern Increases

Hours	*Percent of mechanic's pay*
1st 500	55
2nd 500	60
2nd 1,000	65
3rd 1,000	70
4th 1,000	75
5th 1,000	80
6th 1,000	85
7th 1,000	90
8th 1,000	95

Examinations

The committee shall examine the work and related instruction records of the apprentice at periodic intervals in order to determine progress. In the event that any apprentice is not making satisfactory progress, the committee should ascertain the cause and endeavor to correct any deficiencies.

Should the committee believe that due to lack of aptitude and/or attitude the apprentice cannot satisfactorily complete apprenticeship, then the agreement may be terminated.

Related Instruction

a. In compliance with the standards of apprenticeship, each apprentice indentured under these standards shall enroll in and regularly attend approved classes of related instruction for at least 144 hours per year, each year of the apprenticeship. The time spent in such classes (not to exceed 600 hours) shall be credited to the apprenticeship, but such time shall not be considered as hours of work unless the apprentice is required to attend classes during regular working hours, except as otherwise provided by State law.

b. In case of failure, without good cause, on the part of the apprentice to fulfill the obligations as to related instruction, the committee may suspend or revoke the agree-

ment. The committee shall notify the registration agency of such suspension or revocation.

c. During the term of apprenticeship, the apprentice shall be thoroughly instructed in all aspects of job safety and safe working practices.

d. In the event there are no class facilities available, the apprentices shall be required to enroll in a recognized correspondence course approved by the joint apprenticeship committee. In that event, appropriate credit toward completion of apprenticeship for courses completed through correspondence shall be determined by the local joint apprenticeship committee. The obligation to complete such correspondence courses is the same as for completion of formal classroom instruction.

Work Experience

During the apprenticeship term, the apprentice shall receive such instruction and experience in all branches of the trade as is necessary to develop a practical and versatile craft worker versed in the theory and practice of the chosen branch of the trade. The apprentice shall also perform such other duties in the shop and on the job as are commonly related to such apprenticeship. (See p. 17.)

Management and Labor Relations

Adjusting Differences.—In the event differences arise regarding the operation or interpretation of the apprenticeship standards, either party may appeal to the committee for the settlement of such differences.

Relation of Standards to the Bargaining Agreement.—Apprenticeship standards are a supplement to the bargaining agreement. No part of the apprenticeship standards shall conflict with or supersede the bargaining agreement.

Ratio

The ratio of apprentices to journeymen shall be in accordance with the collective bargaining agreement.

Equal Opportunity

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without dis-

crimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30.

SUPERVISION OF THE PROGRAM

National Joint Apprenticeship Committee

Composition

The National Joint Apprenticeship Committee for the trucking industry shall be composed of six employer representatives from the trucking industry and six member representatives of the International Association of Machinists and Aerospace Trucking Associations, Inc. (ATA), and the International Association of Machinists and Aerospace Workers, AFL-CIO (IAM&AW).

In the event that an appointed member is unable to attend a meeting or serve for a period of time, an alternate may be designated by the respective organization.

Members shall serve until replaced by the organizations they represent.

There shall be two chairpersons, one representing the IAM&AW and one representing ATA, appointed by the members of their respective organizations.

There shall be two secretaries appointed in the same manner as the chairpersons.

A national representative of the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), shall be appointed by the administrator of BAT to provide advice, service, and assistance to the committee.

The national representative of BAT shall have voice but no vote on all matters before the committee.

Duties of the Committee

The extent of the authority vested in the committee shall be limited to that authorized by the respective participating groups, i.e., ATA and IAM&AW.

The committee, to the extent authorized, is the administrative body for the national apprenticeship program and, as such, shall establish rules and regulations governing its procedures as may be required.

The committee shall determine the time, place, and regularity of meetings.

Among other duties that may arise, the committee shall:

(1) Endeavor to keep the National Trucking Industry Apprenticeship Standards, A Guide for the American Trucking

Associations, Inc., and the International Association of Machinists and Aerospace Workers, AFL-CIO (hereinafter referred to as "the Guide"), under constant study with respect to its applicability to the changing needs of the industry and to its effectiveness as a guide, making such recommended changes for improvement as studies indicate.

(2) Recommend that standard clauses, establishing and authorizing a joint apprenticeship committee to operate in accordance with the Guide, be included in every labor agreement between trucking companies and the IAM&AW, AFL-CIO.

(3) Promote the use and issuance of completion certificates to apprentices upon their successful completion of apprenticeship, thereby recognizing their efforts and qualifications as truck mechanics. The facilities of the Bureau of Apprenticeship and Training (BAT), local vocational schools, and State apprenticeship agencies are recommended to assist local and area joint apprenticeship committees on selection procedures.

(4) Promote the development and use of those practical sources of related instruction that can be recommended to individual and area joint apprenticeship committees in the industry.

(5) Encourage and promote the use of the apprenticeship program as a means of improving public relations by:
   (a) Holding and publicizing completion ceremonies;
   (b) Developing news releases and articles regarding training programs;
   (c) Participating in the National Transportation Apprenticeship and Training Conference.

(6) Cooperate at the national level with all agencies whose activities are related to apprenticeship and especially with the Bureau of Apprenticeship and Training, U.S. Department of Labor. The committee will arrange for the utilization of the services of the staff of the Bureau at the national, regional, state and local levels.

(7) Obtain from BAT and other such sources as may be available the information necessary to build a complete file of information on the trucking industry apprenticeship program. This file shall include:
   (a) names and locations of individual and area joint apprenticeship committees;

(b) the number of apprentices in training in each program;
(c) the number of apprentice completions each year;
(d) the kind and extent of related instruction in use;
(e) the extent to which individual and area joint apprenticeship committees perform their functions as recommended in the Guide.

(8) Promote the Guide through personal appearances and other means at important labor and management industry meetings.

(9) Prepare public releases regarding this program for use by the industry, the union and government publications.

Local Joint Apprenticeship Committees

Composition

It is recommended that a local joint apprenticeship committee be established, equally representative of management and labor (usually four to six members of equal representation of the union and employer), and selected (or elected) by the groups they represent.

A joint apprenticeship committee may be established for an individual shop or plant, or on an area-wide basis encompassing the entire jurisdictional area of the local union.

Duties of Local Committees

The extent of the authority vested in the committee shall be limited to that authorized by the respective participating groups, i.e., the union and the employer.

The joint apprenticeship committee, to the extent authorized, is the administrative body for the local apprenticeship program, and as such shall establish such rules and regulations governing its procedures as may be required.

The committee shall adopt standards of apprenticeship which will enable the apprentice to master the cognitive and manipulative skills required of the trade, receive related technical instruction, and provide for wages, hours, working conditions, ratios, or any other element that will assure a sound apprenticeship.

The committee shall elect a chairperson and a secretary and determine time and place of regular meetings. When the chairperson is a representative of the employer, then the secretary should be a representative of the union, and vice versa.

The chairperson and secretary shall have authority to vote on all questions.

Among other duties that may arise, the committee shall:

(1) Determine the need for apprentices in the shop and/or locality and the adequacy of available facilities for providing the necessary job experiences;
(2) Establish minimum entrance qualifications for apprentices (such as age, education, etc.);
(3) Approve apprenticeship agreements;
(4) Hear and adjust all differences pertaining to the local apprenticeship program as may be permitted in the standards or the bargaining agreement;
(5) Determine the apprentice's progress in manipulative skills and technical knowledge through examination of the records and by oral or written tests which may on occasion be deemed advisable or necessary;
(6) Make recommendations for the final determination of the abrogation of apprenticeship agreements;
(7) Develop schedules of work experiences which apprentices will receive on the job;
(8) Make the necessary arrangements for the apprentice to receive instructions in subjects related to the trade;
(9) Be the sole authority to certify that an apprentice has successfully completed the term of apprenticeship, and recommend the issuance of a Certificate of Completion of Apprenticeship;
(10) Maintain such records as they may determine necessary;
(11) Be responsible for the successful operation of the apprenticeship program;
(12) Provide the registration of the apprenticeship program and any subsequent amendments thereto;
(13) Provide for the registration of apprentices with the appropriate registration agency, and
(14) Provide for copies of all apprenticeship standards and subsequent amendments, to be sent to the headquarters of the International Association of Machinists and Aerospace Workers, AFL-CIO, the American Trucking Associations, Inc., and the National Joint Apprenticeship Committee.

Responsibilities of Apprentices

a. To perform diligently and faithfully the work of the trade and such other pertinent duties as may be assigned by the

employer in accordance with the provisions of the local standards.

b. To respect the property of the employer and abide by the working rules and regulations of the employer and the joint committee.

c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the standards.

d. To develop safe working habits and perform work in such a manner as to assure safety to all persons in the shop.

e. To perform at all times in a creditable, ethical, and moral manner, realizing that much time, money and effort will be spent in affording the individual an opportunity to become a skilled craft worker.

Recognition of Completion of Apprenticeship

Upon successful completion of the apprenticeship under these standards, the committee shall recommend to the registration agency that the apprentice be issued a certificate of completion of apprenticeship and shall attach its signature thereto.

Filing with the Registration Agency

Before becoming operative, these standards must have the official approval of the employer and union, and be registered with the appropriate registration agency.

Safety and Health Training

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal law.

Apprentices shall receive instruction in accident prevention and safe working habits during their entire term of apprenticeship. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used.

Amendments to Local Standards

The joint apprenticeship committee may amend the apprenticeship standards at any time, subject to approval of the union and the employer(s). All amendments to the apprenticeship standards shall apply to all apprenticeship agreements currently in effect at the time of the adoption of such amendments unless due notice of exception is given in writing to the joint apprenticeship committee by apprentices so affected. Copies of all amendments shall be forwarded to headquarters of the International Association of Machinists and Aerospace Workers, AFL-CIO, the American Trucking Associations, Inc., the registration agency, as defined herein, and to the National Joint Apprenticeship Committee.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

Veterans Readjustment Legislation (Public Law 90-77, 90th Congress)

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and be approved by the appropriate State veterans approving agency.

Under the provisions of the veterans readjustment legislation, joint apprenticeship committees may be recognized as training establishments.

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of the regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

Equal Employment Opportunity Legislation and Regulations

The Civil Rights Act of 1964, title VII, prohibits discrimination in all phases of employment, including apprenticeship, because of race, color, religion, sex, or national origin. It applies to employers; employment agencies; labor organizations; joint apprenticeship committees; and, under the 1972 amendments, Federal agencies.

Detailed information regarding application of title VII of the Civil Rights Act may be obtained from the Regional Offices of the Equal Employment Opportunity Commission.

Title 29, Code of Federal Regulations, part 30, as amended April 8, 1971, requires that programs of apprenticeship registered with the U.S. Department of Labor, or with a State apprenticeship agency recognized by the Department as the appropriate registration agency for registering programs for Federal purposes, include in the standards the equal opportunity pledge stated in the regulation. The pledge provides for the recruitment, selection, employment, and training of apprentices during their apprenticeship without discrimination because of race, color, religion, national origin, or sex.

The regulation further requires that each apprenticeship program sponsor who employs five or more apprentices adopt an appropriate apprentice selection method and affirmative action plan, including goals and timetables if analysis indicates deficiencies in the utilization of minorities in the program.

Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the recognized State apprenticeship agency.

APPENDIX A
SCHEDULE OF WORK PROCESSES AND RECOMMENDED RELATED INSTRUCTION

TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 1)	Approximate hours
a. *Cleaning and Inspecting the Parts of All Types of Equipment*	520
b. *Cylinder Heads*	640

1. Checking and inspecting heads
2. Replacing valve guides
3. Removing and replacing valve seats
4. Reaming valve guides
5. Checking valves with dial indicator
6. Installing injector tubes or brass
7. Replacing welch plugs and water test head
8. Rebushing rocker arms and reaming bushings
9. Checking and replacing rocker arm rollers
10. Torquing cylinder head bolts
11. Using compounds on head gaskets
12. Torquing injectors and adjustment

c. *Cylinder Blocks and Liners*	1,000

1. Removing and installing cylinder sleeves
2. Cleaning and checking water passages
3. Checking counter bores for sleeves
4. Recutting and straightening counter bores
5. Removing and cutting cylinder studs
6. Cleaning ring grooves, fitting piston and ring for clearances

7. Installing piston pin bushing and fitting piston pins
8. Checking rod alignment and rod bores
9. Honing and boring cylinders
10. Cleaning oil passages
11. Inspecting oil and oil lines
12. Checking, removing, and installing timing gears
13. Checking main bearing saddles, crank shaft wear and cracks, and radius area
14. Reasons for magnafluxing
15. Installing main and rod bearings
16. Checking oil clearances
17. Torquing main and rod bearings
18. Installing cam shaft bushings and line reaming
19. Pressure testing oil systems
20. Dial indicating run out of fly wheel and housings

d. *Fuel and Electrical Systems* 1,200

1. Adjusting valve clearances
2. Installing and adjusting injectors
3. Adjusting governors
4. Checking compression
5. Setting fuel pressure
6. Checking and adjusting injection and carburetion systems
7. Care and cleaning of air filters
8. Timing injection and spark ignition systems
9. Using proper equipment to check electrical systems
10. Repairing fuel pumps, carburetors, generators, and starters, including air starters
11. Adjusting voltage regulators
12. Checking and servicing fuel filtering systems
13. Making up and installing wiring circuits
14. Checking and servicing batteries

15. Jump starting procedures
16. Trouble shooting fuel systems
17. Trouble shooting ignition systems
18. Trouble shooting electrical systems

e. *Water Cooling System* 400

1. Servicing thermostats, fans, coolant pumps
2. Cleaning water passages
3. Servicing shutters
4. Checking pressures in cooling systems
5. Servicing and adjusting belts
6. Checking and servicing temperature controlled fan drives
7. Trouble shooting cooling systems

f. *Clutch* 160

1. Checking and adjusting clutches
2. Rebuilding pressure plates
3. Relining clutch discs
4. Removing and repairing clutches
5. Trouble shooting clutch problems

g. *Transmission* 480

1. Removing and installing transmissions
2. Testing converters (optional)
3. Rebuilding transmissions
4. Air shift systems

h. *Drive Line* 520

1. Removing, replacing, and balancing drive shafts, unusual joints
2. Adjusting tracks, track rollers
3. Inspecting, installing, and adjusting ball, roller, tapered roller bearings, oil seals

4. Inspecting, adjusting, rebuilding, installing differential carrier assemblies and axles

I. *Brakes: Servicing and Repair* 560

1. Pneumatic

(a) Foundation brakes (S-Cam, wedge and disc)
(b) Service systems
(c) Emergency systems
(d) Parking systems
(e) Antiwheel lock systems
(f) Review of all pneumatic components and their functions
(g) Trouble shooting air brake systems

2. Hydraulic 200

(a) Foundation brakes (drum and disc)
(b) Power boosters and assists
(c) Service and emergency systems
(d) Parking systems
(e) Review of all hydraulic components and functions
(f) Trouble shooting hydraulic brake systems

3. Machining drums, discs, and limitations thereto
4. Retarders 120

(a) Engine
(b) Exhaust
(c) Drive line

J. *Hydraulic Systems* 200

Repairing and servicing of pumps, cylinders, valves, and control units

k. *Welding* 240

1. Acetylene—cutting, brazing, and welding
2. Electric—cutting and welding

l. *Lubrication and Maintenance of Self-Propelled and Stationary Equipment* 120

Use of proper oils, greases, tools

m. *Service and Repair of Suspension Systems, Wheels, and Tires* 320

1. Leaf Springs
2. Coil Springs
3. Rubber
4. Pneumatic
5. Torque rod adjustment

n. *Service and Repair of Steering Systems* ... 360

1. Principles and theory of alignments
2. Power steering systems
3. Trouble shooting and repairing steering problems

o. *Machine Shop* 400

1. Drilling
2. Tapping
3. Turning
4. Grinding

p. *Noise Measurement and Control* 120

1. Sources of noise
2. Meaning and description of decibels and their application to noise measurement
3. Applicable noise regulations
4. How to measure noise
5. Controlling measurable noise levels

q.	*Exhaust Emissions*	120
	1. Applicable regulations 2. How to measure emissions 3. Controlling emission levels	
r.	*Cab Work*	320
	1. Wiper systems 2. Mirror repair and adjustment 3. Heating and cooling systems 4. Instrument servicing 5. Seat repair	
	Total	8,000

TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 2)	Approximate hours
Spring, frames, and front axles	500
Wheels, tires, and steering gears	500
Brakes, rear axles, and u-joints	1,000
Clutches, transmissions, and power take-offs	1,000
Cooling, lubrication, and fuel systems	750
Engines, including gas, diesel, and LPG	1,750
Electrical systems	1,000
Tune-up and testing equipment	500
Machine shop and welding	500
Miscellaneous	500
Total	8,000

TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 3)	Approximate hours
a. *Lubrication*	200
Engines Transmission and drive axle Replacement and cleaning of all filters and elements	

Final checking—battery and tires
Steering assembly and connections
Universal joints
Clutch bearings
Water pump and distributor
Use of various oils and greases
Wheel bearings
Fifth wheels

b. *Front End or Steering* 850

Turn radius and adjustment
Set toe-in
Replace wheel oil seals
Rebuild steer axle
Check and repair shock absorbers when used
Replace springs when used
Replace or repair tie rod ends
Brakes
Rebuild or repair and adjust steering gear

c. *Drive Axle* 700

Rebuild complete
Adjust differential bearing
Rebuild or replace universal joints
Rebuild or replace axle adaptors
Rebuild or repair planetaries

d. *Brakes* 700

Adjust air brakes
Adjust hydraulic brakes
Bleeding (hydraulic systems of air—air systems of fluids)
Reline brakes
Replace or turn drums
Rework or replace backing plates and spiders
Check and repair all connections
Rebuild air chambers
Service air compressor, governor, air valves

Replace or rebuild wheel cylinders
Replace or rebuild master cylinders
Check and rebuild or repair hydraulic boosters
Repair or reset or check automatic adjusters
Repair or replace parking brake mechanisms
Repair or replace antiwheel lock components

e. *Motor Repairs, Overhaul or Install* 1,650

Check condition and perform following operations as necessary:
Clean all heads and block, inside and out
Rebore and hone cylinders or install sleeves
Repair timing gears and accessory drive gears
Repair or rebuild oil pump
Replace engine
Reface valves and seats
Resurface head
Replace pistons, rings and pins
Adjust or replace bearings
Properly install cam shaft(s)
Check for cracks—repair as indicated
Align rods
Inspect crankshaft
Adjust valves
Engine tune-up
Repair or replace oil lines

f. *Cooling System* 450

Knowledge of thorough external cleaning of radiator
Knowledge of internal cooling system cleaning
Service thermostats and shutter systems
Repair water pumps

Replace hose connections
Install water pump
Replace fan
Service temperature-controlled fan
Minor repair to radiator
Use of various antifreezes
Reverse flush block

g. *Carburetion* 600

Service dry type air cleaner and oil bath air cleaner
Correct cleaning methods of both
Governor repair or rebuild and correct governor functions
Overhaul
Fuel filters
Adjustment
Cleaning
Fuel pump and lines
Intake manifold
Heat riser valve

h. *Electrical Systems* 950

Test switches, replace as necessary
Adjust voltage regulators
Clean commutator and replace brush springs and brushes on all motors
Check brush spring tension
Primary and secondary ignition circuit testing
Use of instruments—ohmmeter, ammeter, and voltmeter
Generator or alternator—test, repair, replace
Battery—test, charge, replace
Turn armatures
Distributor—overhaul, replace, adjust
Starters—test, overhaul, replace
Lamps
Wiring tests
Coils, condensers—test and replace

I. *Engine Tune-Up and Trouble Shooting* 400

Set LPG with combustion efficiency analyzer (opt.)
Set LPG with vacuum gage and tachometer (opt.)
Adjust carburetion
Check functioning of emission controls
Distributor adjustment
Set timing
Adjust valves
Test compression
Test plugs, wires
Diesel: Check pump, fuel pressures, injectors, fuel and air filters

J. *Clutch and Transmission* 550

Adjust
Rebuild
Replace
Inspection of gears, bearings, facings, flywheel, pressure plate(s), linkages
Air shift repair

K. *Bench Work* 500

Hydraulic test equipment
Electrical test equipment
Rebuilding hydraulic cylinders, valves, steering gears, starters, generators, pumps, carburetors, air system components
Operation of various machines:
Valve refacer
Armature lathe
Growler
Brake drum lathe
Portable drills
Boring bars
Arbor press
Crack detectors
Grinders

l.	*Automatic Transmission*	450

Repair, rework, or replace all types of automatic transmissions
Analyze and test procedures for trouble shooting automatic transmissions
Function and knowledge of torque converters
Repair or rebuild industrial type torque converters
Test and evaluate torque converter functions

Total 8,000

TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 4)		Approximate hours
a.	*Electrical*	1,000

Battery, generator, regulator, series-parallel switch, starter, wiring, head lights, body lights, cab and inside lights, turn signals, trailer connections, horn, and engine ignition (coil, condenser, harness, distributor, etc.)

b.	*Fuel*	750

Tanks, lines, fuel pumps, strainers, injector pumps, injectors, and air intake system

c.	*Cooling*	750

Radiators, hoses, thermostat, radiator shutters, fan, and pulleys

d.	*Lubrication*	500

Oil pump, lines, filters, and pressure fittings

e. *Engine* 1,500

Block, heads, crankshaft, rods, pistons, rings, sleeves, bearings, camshaft, valves, valve train, manifolds, pan, blower, turbocharger, exhaust system and muffler, tailpipe, mounts, gaskets, and seals

f. *Clutch* 400

Housing, plates, facing, bearings, and linkage.

g. *Transmission* 500

Housing, gears, shafts, mounts, synchronizers, and control

h. *Drive Shaft and Universals* 250

Drive shafts, universal joints and bearings, and hangers

i. *Differential* 250

Ring and pinion gears, bearings, reduction gears, and shaft mechanism

j. *Rear Axle* 250

Housing, shafts, bearings, seals, carrier assembly

k. *Steering* 250

Axle, linkage, steering gear box, shaft and wheel, and power assist mechanism. Theory of steering geometry

l. *Brakes* 400

Shoes, linings, cylinders, diaphragms, lines, compressor, drums, parking brake shoes, linkage, reservoir, filter,

bleeds, drains, controls, pressure switch, and breakaway valve

m. *Wheels and Rims* 400

Wheels, lugs, bearings, seals, and rims

n. *Accessories* 500

Mirrors, cab cooling and ventilating equipment, windshield wipers, recorder, radios, and heaters

o. *Miscellaneous* 300

Service calls, towing, miscellaneous small parts

Total 8,000

TRUCK MECHANIC (HEAVY-DUTY EQUIPMENT)

Work Processes (Sample 1)	Approximate hours
a. *Gasoline Engine Repair*	1,500
1. Pistons, rings, valves, and bearings 2. Fuel systems—carburetion and fuel pumps 3. Ignition and starter systems 4. Lubrication system 5. Cooling system	
b. *Diesel Engine Repair*	2,500
1. Two-cycle engines 2. Four-cycle engines 3. Pistons, rings, valves, and bearings 4. Injection systems 5. Scavenging systems 6. Starting systems—electric and compressed air	

7. Cooling systems
8. Lubricating systems

c.	*Drive Systems*	1,000
	Clutches Transmissions and transfer cases and power takeoff Final drives Rear wheels Tracks and track suspension systems	
d.	*Steering Systems*	
e.	*Brake Systems*	
f.	*Chassis and Springs*	500
g.	*Equipment Repair and Maintenance*	2,000
	Winches and hoisting gear Hydraulic and pneumatic systems Air compressors Bulldozers, graders, and motor road patrols Cranes, clamshells, and drag-lines Ditchers and back-hoes	
h.	*Lubrication and Lubrication Systems of All Equipment*	500
	Total	8,000

TRUCK MECHANIC (HEAVY-DUTY EQUIPMENT)

Work Processes (Sample 2)	Approximate hours
Cleaning and inspecting the parts of all types of equipment	400
Basic care and lubrication	250
Brakes (all types)	200

Clutches	250
Transmissions	400
Final drives	350
Steering mechanisms	300
Power control units	250
Winches	100
Hydraulic pumps	250
Track assemblies	150
Electrical systems	300
Gasoline fuel intake	100
Diesel fuel injection	250
Cooling system	100
Engine maintenance	1,000
Engine reconditioning	1,800
Welding	750
Field maintenance, general	800
Total	8,000

TRUCK AND TRAILER BODY MECHANIC

Work Processes (Sample 1)	Approximate hours
a. *Sectional Repairs*	500

1. Replacing square tubing
2. Reinforcement of sides
3. Replacement of rear corner posts and covers
4. Replacement and repair of panels
5. Replacement of moulding retainer and moulding

b. *Insulation*	500

1. Knowledge of proper procedure for installing different types of thicknesses
2. Adapting doors for insulation and weather stripping

3. Knowledge of different methods of insulating floors, floor pans, drains, and duck boards
4. Installation of refrigerator units

c. *Painting* 1,200

1. Prepare body and fenders for painting
2. Sanding and rubdown preparation
3. Use of spray gun
4. Mix paints
5. Touch up with brush
6. Color matching
7. Air sanding
8. Masking and taping

d. *Sheetmetal Work* 750

Bending, forming, and applying of body metals

e. *Woodwork* 1,200

1. General millwork
2. Planing, joining, ripping
3. Shiplapping
4. Carpentry work in connection with body building

f. *Blacksmithing* 650

1. Forging
2. Bending and forming iron

g. *Gas and Electric Welding* 700

Working with steel, cast iron, sheetmetal, and brass

h. *Truck-Body Assembly* 1,500

1. Layout and assembly of all types of truck and trailer bodies, vans, semivans, rack produce,

express, etc., and all special type bodies and tanks
2. Wiring and light fixture repairs and replacements
3. Mounting bodies
4. Reading of blueprints
5. Windshield and glass replacement
6. Door and door lock replacement
7. Canvas work

l. *Under Carriage* 1,000

1. Repair and service air, hydraulic, electric, and antilock brake systems
2. Relining of brakes, replacement and repair of valves, gauges, seals, bearings, wheels, drums, chambers, parking brakes, and antilock (121) systems
3. Axle replacement and alignments
4. Repair, replace, install air ride suspension system, radius rods, hangers, slack adjusters, springs
5. Install and repair fifth wheels

Total 8,000

TRUCK AND TRAILER BODY MECHANIC

Work Processes (Sample 2)	Approximate hours
a. *Body Reconstruction and Assembly*	3,000

Stripping wrecked trucks
Straightening miscellaneous parts
Rebuilding tail gates, doors, cabs, etc.
Layout and fabrication
Riveting
Installation gas tanks, lines, etc.
Welding-brazing

b.	*Frame Work (Conversion)*	2,500
	Lengthen or shorten frames and drive shafts Change axle assembly Install overload springs Install fifth wheel Chassis assembly Repair and straighten frames	
c.	*Fabrication of Bodies*	2,000
	Cabs, partitions, bodies	
d.	*Layout Table and Miscellaneous*	500
	Total	8,000

TRUCK AND TRAILER BODY MECHANIC

Work Processes (Sample 3)		Approximate hours
a.	*Machine Work*	1,500
	Planing-rip saw, band saw, jointer, shaper Drill press, grinder, nippler, punch press, shear	
b.	*Metal Work*	1,500
	Pitting, bending, lapping Layout Welding-electric and acetylene Soldering Forge work	
c.	*Body Construction*	1,500
	Layout and fitting Squaring off, setting, and mitering	

Build tail-gate
Build and hang doors
Glass installation
Hardware and fittings

d. *Chassis* 1,000

Layout and fabrication
Riveting, hand and power
Frame alignment
Spring work, coil and elliptic

e. *Painting* 1,000

Priming, filing, and sanding
Finishing, exterior and interior

f. *Lighting System* 1,000

Wiring installation
Head lights, tail lights, parking lights
Spot light, interior lights

g. *Insulation* 500

Total 8,000

TRUCK MECHANIC PAINTER

Work Processes (Sample 1)	Approximate hours
a. Preparing surfaces for painting, sanding, cleaning, papering windows, masking chrome	800
b. Knowledge of paints and thinners, paint and thinner ingredients, handling of paint and thinner inventories, knowledge of paint numbers and charts	600

c.	Maintenance and use of painting equipment, brushes, spray guns, spray booths, etc. (including complete assembly and disassembly of spray guns and regulators)	600
d.	Matching and mixing of colors for proper tone and quality	600
e.	Development technique of painting under varying climatic conditions; surfacing of prime coat, various color coats; operation of spray gun for even distribution	1,200
f.	Sanding and rubbing of various coats for completion; stripping of wheels and any other necessary stripping operations	800
g.	Detailing of finished product; cleaning up process	800
h.	Knowledge of estimating	600
	Total	6,000

RELATED INSTRUCTION

A minimum of 144 hours of related instruction is required for each apprentice for each year.

Theory and application of Ohm's law
Reading and understanding of electrical diagrams with emphasis on schematics
Fundamental hydraulics and Pascal's law
Elementary blueprint reading
Fundamentals of mathematics
Pneumatics, lubrication, bearings, tires, and wheels
Use and care of precision measuring instruments
Power transmission devices (clutches, transmissions, drive lines, axles)

Two-cycle and four-cycle engines; spark ignited and compression ignited
Fuel systems:
  Carburetion
  Fuel injection, LPG
Frame and steering, wheel alignment
Cab componentry (wipers, washers, heating and air conditioning systems, safety equipment)
Braking systems, cooling systems, cranking and charging systems, filtration systems
Sheet metal, painting, welding, machine shop
Business management
Noise measurement and attenuation
Industrial history and labor problems
Smoke and emissions measurement and control
Courses in safety (shop, storage, personal)
Fuel conservation measures

APPENDIX B

APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. Different types of recordkeeping systems are in use in the different areas. Some systems include a variety of recordkeeping forms—daily, weekly, and monthly, as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced on the following pages are a simply designed recordkeeping form and a control report. They are presented as examples in establishing your own recordkeeping system. The recordkeeping form covers a one-month period and is accumulative.

It will be noted that the data recorded during each one-month period is carried forward to the next period. In this way, a current and complete record of the progress of each apprentice may be kept on this single form.

Samples of other recordkeeping systems may be obtained upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

Sample

APPLICANT RATING FORM

Name_____ Social Security No._____

Address_____ Phone No._____

City_____ State_____ Age_____

		Maximum points	*Points earned*
1.	*Education*	20	
	(a) High school graduate or approved certificate of equivalency—15 (b) Completion of 3 Years of high school—10 (c) Completion of 2 Years of high school—5 (d) Subjects studied pertinent to the trade with grade C average or better—5		
2.	*Physical Fitness*	10	
3.	*Previous Experience*	15	
4.	*References*	5	
5.	*Aptitude Test Results* (a) Applicant meeting established Norm—20 (b) Applicant failing to meet Norm—0	20	
6.	*Military Service*	5	
7.	*Oral Interview*	25	
	Possible Score	100	

Total score_____

Remarks:_____

_____

_____

Employer_____ JAC_____

Location_____ Location_____

Date_____

APPENDIX C
GUIDE FOR INTERVIEWING

Military service: How long was the person in service and in what branch of the armed forces? After basic training, did any schooling or military experience relate to the trade?

Oral interviews: This is a highly important part of the entire evaluation of the applicant. It is desirable to have the applicant interviewed by someone familiar with the trade.

The personal qualities you are looking for will include among others:

Sincerity of interest: Is the dollar sign of a high journeyman rate the only incentive; or do you think the interest in the work of the trade is sincere and abiding? In some trades layoffs between jobs may be frequent so the high hourly rate may be deceptive as to total income. How did the person become interested in the trade? Through the school counselor or someone outside? What are parents' attitudes toward the person entering the trade? Does the applicant really want to get into the trade, or is someone "pushing"? Has the person already had some training or experience related to the trade as part of schooling or work experience? What do the references and school records show that may give some information supporting the applicant's statement of interest? What hobbies or jobs around home or on the car does the person have?

Attitude toward work: Review the records of working experience and the military record. Many trades involve hard exacting labor. Weather conditions are not always pleasant. Does the person think these conditions can be endured day after day—week after week. What jobs—part or full time—has the person had which give evidence of the physical capacities in relation to the trade. Special working conditions in the trade should be discussed with applicant.

Attitude toward related instruction: Does the person understand the requirements and importance of the related instruction phase of the apprenticeship? Is the applicant ready to assume this responsibility, realizing it will cut down on evening time for entertainment, sports, or social life (where evening school is required)? Does the applicant understand that to complete a home study course successfully during off-duty hours requires self-discipline? Is the applicant aware that progress in the class will be considered of equal importance to progress in the job?

Technical knowledge of a nature valuable to the trade: Interviewers should prod the applicant to divulge as much technical knowledge of the craft as has been acquired through association or otherwise. For instance, the applicant might be asked to describe a micrometer: On what part of an engine is a micrometer generally used? How is a torque wrench used? Describe a box and wrench. Is the popular automotive engine 2 cycle or 4 cycle? How can an automotive mechanic contribute to safety on the highways?

Results can then be averaged.

Employers will notify applicants who fail to make passing scores.

Sample

Interview Evaluation Rating Form

Interview Evaluation

Points allowed:	0 Poor	2 Fair	3 Avg.	4 Good	5 Excel.	Interview Points Awarded
1. Sincerity of interest						
2. Attitude toward work						
3. Attitude toward related instruction						
4. Technical knowledge of a nature valuable to the trade						
5. Understanding of apprenticeship responsibilities						

Total Rating Points Earned (2-25 Points) _____

_____

Signature of Interviewers

Date: _____

Apprentice Mechanic Monthly Work Report

Apprentice Mech. _____ Month _____ 19 ___

	Fuel Pump Room	Engine Dynomometer	Engine Rebuild	Engine Teardown	Rear End Assy	Front Ends Steering Assy	Transmission and Diff.	Drive Lines	Machine Shop	Cylinder Heads	Oil Pumps and Rockers	Pistons and Sleeves	Magnaflux Mach.	Rewiring Tractors	Rebuild Elec. Assy	Tractor Service Elec.	Tractor Overhaul	Paint Shop	Carpenter Shop	Brake Relining	Trailer Overhaul	Trailer Service	Stores Department	Tractor Service	Special	Total
Hours Carried Forward																										
Date 1																										
2																										
3																										
4																										
5																										
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30																										
31																										
Total																										

Apprentice Mechanic Control Report

Month _____ 19____

Record Hours in Blocks

Name	Fuel Pump Room	Engine Dynamometer	Engine Rebuild	Engine Teardown	Rear End Asy.	Steering Asy.	Front Ends	Transmission and Diff.	Drive Lines	Machine Shop	Cylinder Heads	Oil Pumps and Rockers	Pistons and Sleeves	Magnaflux Mach.	Rewiring Tractors	Rebuild Elec. Assy.	Tractor Service Elec.	Tractor Overhaul	Paint Shop	Carpenter Shop	Brake Relining	Trailer Overhaul	Trailer Service	Stores Department	Tractor Service	Special	Total

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE

CHECK APPROPRIATE BOX

☐ Veteran-era veteran ☐ Other veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 P.L. 93-579

THIS AGREEMENT, entered into this (date) ..... day of ..... 19 .....

between the parties to (Name of local apprenticeship standards) .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of Apprentice) ..... born (Month, Day, Year) .....

..... hereinafter referred to as the APPRENTICE, and (if a minor) (Name of parent or guardian) ..... hereinafter referred to as the GUARDIAN

WITNESSETH THAT

The Committee agrees to be responsible for the selection, placement and training of said apprentice in the trade of .....

as work is available and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

This AGREEMENT may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY

NAME OF REGISTRATION AGENCY

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE (Month, Day, Year)

TRAINING DATA

APPRENTICESHIP TERM	PROBATIONARY PERIOD
CREDIT (By previous trade experience)	TERM REMAINING

TO BE COMPLETED BY THE APPRENTICE

SEX (Check one) ☐ Male ☐ Female

RACE, ETHNIC GROUP (Check one)
- ☐ Caucasian/White
- ☐ Negro/Black
- ☐ Oriental
- ☐ American Indian
- ☐ Spanish American
- ☐ Information Not Available
- ☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one)
- ☐ 8th grade or less
- ☐ 9th grade or more
- ☐ 12th grade or more

GPO 910-949

ETA 671
Jan. 1978

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program selection purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 P.L. 93-579

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30, and in accordance with the terms and conditions of the (Name of Apprenticeship Standards)
which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

That AGREEMENT may be terminated by mutual consent of the parties (Giving reason), with notification to the Registration Agency.

NAME OF APPRENTICE (Type or Print)

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

NAME OF EMPLOYER AND ADDRESS (If Agency)

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

APPROVED BY JOINT APPRENTICESHIP COMMITTEE

SIGNATURE OF CHAIRPERSON OR SECRETARY | DATE

REGISTERED BY (Name of Registration Agency)

SIGNATURE OF AUTHORIZED OFFICIAL | DATE (Mo. Day, Yr.)

TRAINING DATA

Trade	Apprenticeship Term
Probationary Period	Credit for previous experience
Term (Months)	Date apprenticeship begins

TO BE COMPLETED BY THE APPRENTICE

DATE OF BIRTH (Month, Day, Year) ▶

SEX (Check one) ▶ ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one) ▶
☐ Caucasian (White)
☐ Negro (Black)
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one) ▶
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

(ETA)

ETA 671
Jan. 1979

BUREAU OF APPRENTICESHIP AND TRAINING REGIONAL OFFICES

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Goverment Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Griffin & Young Streets, Room 858 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Federal Office Bldg., Room 8014 909 First Avenue Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
State Centennial Building
1313 Sherman Street, Room 423
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industrial Relations
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
605 G Street, NW
10th Floor
Washington, D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Capital Plaza Tower, 12th Floor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land and Natural Resources Building
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Building
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street, Room 1108
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Building
Government Center
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Building, 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capital Complex
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
Suite 212
2340 Menaul, NE
Albuquerque, N. Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus Building No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 250
Columbus, Ohio 43216

Apprenticeship and Training Division
State Office Building, Room 446
1400 SW Fifth Street
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Bldg., Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
#28 East 2100 South, Suite 104
Salt Lake City, Utah 84115

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Building
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Ninth Street Office Building
Room 334
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprentice Division
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Department of Apprenticeship and Training
P.O. Box 2209
Madison, Wis. 53701

All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued on completion of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

Federal Committee on Apprenticeship

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Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

1937 The National Apprenticeship Program 40th Year 1977

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the
Federal Committee on Apprenticeship

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